

Microsoft Office							
Norwich	Days	Jan	Feb	Mar	Apr	May	Price
Microsoft Excel							
Introduction	1	3 / 17 / 28	7 / 19	4 / 21	1 / 16	1 / 16	£175
Intermediate	1	4 / 18 / 29	8 / 20	5 / 22	2 / 17	2 / 17	£175
Advanced - Level 1	1	21	21	25	24	23	£175
Advanced - Level 2	1	22	22	26	25	24	£175
Visual Basic	2	*	4-5	*	*	*	£495
Microsoft Word							
Introduction	1	3	*	11	*	9	£175
Intermediate	1	4	*	12	*	10	£175
Advanced - Level 1	1	*	4	*	4	*	£175
Advanced - Level 2	1	*	5	*	5	*	£175
Microsoft Access							
Introduction	2	7-8	*	7-8	*	13-14	£350
Intermediate	1	*	18	*	25	*	£175
Advanced	1	*	19	*	26	*	£175
Microsoft Outlook							
Introduction	1	9	*	15	*	3	£175
Microsoft PowerPoint							
Introduction	1	9	*	8	*	15	£175
Advanced	1	*	12	*	29	*	£175
Microsoft Project							
Introduction	1	15-16	14-15	11-12	4-5	7-8	£395
Advanced	1	*	*	*	*	*	£250
Microsoft Publisher							
Introduction	1	*	*	18	*	*	£175
Microsoft Visio							
Introduction	1	*	*	*	8	*	£250
Bury St Edmunds							
Days	Jan	Feb	Mar	Apr	May	Price	
Microsoft Excel							
Introduction	1	*	*	*	*	*	£175
Intermediate	1	*	*	*	*	*	£175
Advanced - Level 1	1	*	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	*	£175
Kings's Lynn							
Days	Jan	Feb	Mar	Apr	May	Price	
Microsoft Excel							
Introduction	1	24	*	*	*	*	£175
Intermediate	1	25	*	*	*	*	£175
Advanced - Level 1	1	*	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	*	£175
Web Design							
Norwich	Days	Jan	Feb	Mar	Apr	May	Price
Creating Video Content for the Web							
Introduction	2	*	*	*	*	*	£600
Wordpress							
Introduction	1	11	*	4	*	10	£250

Technical & Programming

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
---------	------	-----	-----	-----	-----	-----	-------

C# .Net Programming

Introduction	3	*	*	18-20	*	*	£1,050
Developing Windows Applications	3	*	*	*	*	*	£1,050

Exchange Server

Installing and Managing	3	*	*	*	*	*	£1,050
-------------------------	---	---	---	---	---	---	--------

PowerShell

Administration and Scripting	3	*	*	*	*	13-15	£1,050
------------------------------	---	---	---	---	---	-------	--------

SQL Server

Install & Admin		*	*	*	*	*	£1,050
Programming and Development	3	*	11-13	*	*	*	£1,050

SharePoint

Online (Office 365)	3	14-16	*	*	*	*	£1,050
---------------------	---	-------	---	---	---	---	--------

Window Server

Configuring, Managing and Maintaining	3	*	*	*	8-10	*	£1,050
---------------------------------------	---	---	---	---	------	---	--------

Adobe Creative Suite

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
---------	------	-----	-----	-----	-----	-----	-------

Adobe Creative Cloud Essentials

Introduction	2	*	27-28	*	*	*	£495
--------------	---	---	-------	---	---	---	------

Adobe Creative Design Techniques

Introduction	1	*	*	1	*	*	£265
--------------	---	---	---	---	---	---	------

Illustrator

Introduction	2	21-22	*	27-28	*	*	£495
Advanced	1	*	*	*	*	*	£265

InDesign

Introduction	2	23-24	*	25-26	*	22-23	£495
Advanced	1	25	*	*	*	24	£265

Photoshop

Introduction	2	*	25-26	*	*	20-21	£495
Advanced	1	*	*	29	*	*	£265

Digital Marketing

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
---------	------	-----	-----	-----	-----	-----	-------

SEO & PCC

Google Adwords	1	*	6	*	*	*	£300
Google Analytics	1	*	*	21	*	*	£300
Search Engine Optimisation (SEO)	2	23-24	*	*	*	*	£600

Social Media

Beginners Guide to Social Media	1	*	8	*	*	*	£300
Advanced Guide to Social Media	1	*	*	8	*	*	£300
Social Media Strategy & Blogging	1/2	*	*	29 (am)	*	*	£150
Create Engaging Online Campaigns	1/2	*	*	29 (pm)	*	*	£150
Instagram & Pinterest for Business	1/2	*	*	*	*	10 (am)	£150
How To Approach Customer Service On Social Media	1/2	*	*	*	*	10 (pm)	£150

Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

January 2019 (am)	23, 31 January, 7, 14, 28 February, 7, 14 and 21 March (Thursday mornings)	£2,250
ILM Level 5 Award in Management (Additional Fee)		£200

Forefront - Team Leader Development (6 half day sessions)

February 2019 (am)	1, 8, 15 February, 1, 8 and 15 March (Friday mornings)	£1,495
March 2019 (am)	26 February, 5, 12, 26 March, 2 and 9 April (Tuesday mornings)	£1,495
May 2019 (am)	2, 9, 16 May, 6, 13 and 20 June (Thursday mornings)	£1,495
ILM Level 3 Award in First Line Management (Additional Fee)		£200

Presence - Communication & Influencing Skills (6 half day sessions)

Please call us for dates	£1,395
--------------------------	--------

Bury St Edmunds
Forefront - Team Leader Development (1 full day and 4 half day sessions)

Please call us for dates	£1,495	
ILM Level 3 Award in First Line Management (Additional Fee)		£200

Project Management

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
Introduction to Project Management	1	*	5	*	8	*	£250

Agile PM

Foundation	2	*	25-26	*	*	*	£799
Foundation & Practitioner	4	*	25-28	*	*	*	£1,299

APM

Project Fundamentals	2	28-29	21-22	*	29-30	*	£695
Project Management	5	*	*	*	*	*	£1,495

PRINCE2®

Foundation	3	14-16	*	25-27	*	13-15	£795
Foundation & Practitioner	5	14-18	*	25-29	*	13-17	£1,250
Practitioner Upgrade	2	17-18	*	25-29	*	16-17	£695

MSP

Foundation	3	*	*	*	*	*	£1,095
Foundation & Practitioner	5	*	*	*	*	*	£1,895

Cambridge

Days	Jan	Feb	Mar	Apr	May	Price	
Foundation	3	*	*	4-6	*	*	£795
Foundation & Practitioner	5	*	*	4-8	*	*	£1,250

Chelmsford

Days	Jan	Feb	Mar	Apr	May	Price
Foundation	3	*	*	*	29 April - 1 May	£795
Foundation & Practitioner	5	*	*	*	29 April - 3 May	£1,250

Ipswich

Days	Jan	Feb	Mar	Apr	May	Price
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	£1,250

For other Project Management venues and dates please visit our website

Business & Personal Development
Norwich

	Days	Jan	Feb	Mar	Apr	May	Price
Business Skills							
Assertiveness	1	18	28	*	24	*	£250
Bids & Tender Writing	1	*	*	*	*	*	£250
Business Writing Skills	1	*	*	7	*	*	£250
Communication Skills	1	*	12	*	*	22	£250
Conducting Effective Meetings	1	*	*	*	*	*	£250
Influencing Skills	1	*	*	22	*	*	£250
Minute Taking	1	14	8	13	*	2	£250
NLP Introduction	1	*	*	12	*	*	£250
NLP Level 1	1	*	*	25	*	*	£250
PA / Executive Assistant	1	*	27	*	*	*	£250
Presentation Skills	1	*	*	4	*	*	£250
Report Writing	1	30	*	*	*	21	£250
Time Management	1	8	*	*	4	*	£250
Train the Trainer	1	22	19	20	*	*	£250
Writing for the Web	1	*	*	*	25	*	£250

Finance

Credit Control	1	*	5	*	*	*	£250
Finance for Non-Financial Managers	1	*	*	7	*	*	£250

HR

Appraisal	1	*	13	*	*	*	£250
Conflict Resolution	1	*	*	28	*	*	£250
HR Essentials for Line Managers	1	*	*	13	*	*	£250
Managing Stress and Workplace Pressue	1	*	*	*	*	*	£250
Recruitment & Selection	1	*	*	*	10	*	£250

Sales & Customer Service

Customer Care	1	24	*	*	11	*	£250
Dealing with Difficult People	1	11	*	*	*	*	£250
Handling Customer Complaints	1	*	*	19	*	*	£250
Negotiating Skills	1	*	*	11	*	*	£250
Networking Skills	1	*	*	19	*	*	£250

Team Performance

Effective Team Leadership and Motivation	1	23	25	*	1	*	£250
Motivating Your Team with Lawful Performance Management	1	*	*	*	*	*	£275

Bury St Edmunds
Days

	Days	Jan	Feb	Mar	Apr	May	Price
Business Skills							
Communication Skills	1	*	*	*	*	*	£250
Presentation Skills	1	*	*	*	*	*	£250
Time Management	1	*	*	7	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	*	*	*	£250
Train the Trainer	1	*	28	*	*	*	£250

Team Performance

Effective Team Leadership and Motivation	1	*	7	*	*	*	£250
Managing Your Team: Performance and Employment Law	1	*	*	*	*	*	£275

Health & Safety

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
---------	------	-----	-----	-----	-----	-----	-------

IOSH

Working Safely	1	17	*	11	30	*	£170
Managing Safely	3	14-16	5-7	13-15	8-10	1-3	£545
Leading Safely	6 hours	18	*	*	*	*	£295

NEBOSH

Award in Health and Safety at Work	3	*	*	*	*	8-10	£595
National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 21, 22, 23, 24 and 25 January, Revision: 4 February (am), Exam: 6 February (9.30am) GC2: 11, 12, 13, 14 and 15 February, Revision: 4 March (pm), Exam: 6 March (2pm)					£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 26, 27, 28, 29 and 30 November, Exam: 5 December (2 pm)					£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 25, 26, 27, 28 February and 1 March, Exam: 6 March (9.30am)					£850
Construction - Units: NCC1 & NCC2	10 + exams	Week 1: 4, 5, 6, 7 and 8 March Week 2: 18, 19, 20, 21 and 22 March. Exam: 3 April (2pm)					£1,495

Bury St Edmunds	Days	Jan	Feb	Mar	Apr	May	Price
-----------------	------	-----	-----	-----	-----	-----	-------

IOSH

Managing Safely	4	*	13-15	*	*	*	£545
-----------------	---	---	-------	---	---	---	------

King's Lynn	Days	Jan	Feb	Mar	Apr	May	Price
-------------	------	-----	-----	-----	-----	-----	-------

IOSH

Managing Safely	4	*	20-22	*	*	*	£545
-----------------	---	---	-------	---	---	---	------

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	*	*	*	*	*	£1,495
---	------------	---	---	---	---	---	--------

First Aid

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
---------	------	-----	-----	-----	-----	-----	-------

Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	*	*	*	£95
Level 3 Award in First Aid at Work (RQF)	3	*	*	*	*	*	£295

Bury St Edmunds	Days	Jan	Feb	Mar	Apr	May	Price
-----------------	------	-----	-----	-----	-----	-----	-------

Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	*	*	*	£95
--	---	---	---	---	---	---	-----

Food Safety

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
---------	------	-----	-----	-----	-----	-----	-------

Highfield Qualifications

Level 2 Award in Food Safety in Catering (RQF)	1	*	*	*	*	*	£95
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	*	*	*	*	£95
Level 3 Award in Food Safety in Catering (RQF)	3	21-23	*	*	*	*	£395
Level 3 Award in Food Safety in Manufacturing (RQF)	3	*	*	*	*	*	£395

Bury St Edmunds	Days	Jan	Feb	Mar	Apr	May	Price
-----------------	------	-----	-----	-----	-----	-----	-------

Highfield Qualifications

Level 3 Award in Food Safety in Manufacturing (RQF)	3	*	*	*	*	*	£395
---	---	---	---	---	---	---	------

HACCP

Norwich	Days	Jan	Feb	Mar	Apr	May	Price
---------	------	-----	-----	-----	-----	-----	-------

Highfield Qualifications

Level 2 Award in HACCP for Catering (RQF)	1	*	*	*	*	*	£195
Level 2 Award in HACCP for Food Manufacturing (RQF)	1	*	*	*	*	*	£195
Level 3 Award in HACCP for Catering (RQF)	2	*	*	*	*	*	£395
Level 3 Award in HACCP for Food Manufacturing (RQF)	2	30-31	*	*	4-5	*	£395

Prices quoted are per person and are exclusive of VAT. Terms and conditions apply. All details correct at time of publication, Jarrold Training reserves the right to change dates, prices and course content without notice.

Updated: 14 January 2019

Page 5 of 5